



DEPARTMENT OF THE NAVY
NAVAL RESERVE READINESS COMMAND NORTHWEST
2000 WEST MARINE VIEW DR, BLDG 2102
EVERETT, WA 98207-2600

NAVRESREDCOMNWINST 1601.2C
N3/7
4 Dec 00

NAVRESREDCOM NORTHWEST INSTRUCTION 1601.2C

Subj: WATCHSTANDING DUTIES

Ref: (a) COMNAVRESFORINST 3070.1E
(b) OPNAVINST 3120.32C
(c) SECNAVINST 5510.36
(d) NARESREDCOMREG22INST 12630.1B
(e) NAVRESREDCOMREG22INST 5510.2B
(f) NAVRESREDCOMREG22INST 3500.1G

Encl: (1) Staff Duty Officer Duties
(2) Staff Duty Petty Officer Duties
(3) NAVRESREDCOM Northwest Security Checklist
(4) Staff Duty Officer Qualification
(5) Staff Duty Petty Officer Qualification

1. Purpose. To promulgate guidelines and responsibilities in the execution of command watchstanding duty as the Staff Duty Officer (SDO) and Staff Duty Petty Officer (SDPO) per references (a) through (f).

2. Cancellation. NAVRESREDCOMREG22INST 1601.2B

3. Policy. Watchstanders will normally consist of all active duty military personnel, Lieutenant Commander and below, assigned to Naval Reserve Readiness Command Northwest (REDCOM NW), with the following exception: Command Master Chief and personnel assigned to the base Auxiliary Security Force (ASF). The individual selected as the Full-Time Support (FTS) REDCOM NW Sailor of the Year (SOY) will not stand duty for six months, and the current FTS Sailor of the Quarter (SOQ) will not stand duty for three months. Duty assignments will take precedence over the normal daily routine. A supernumerary list will be developed and used for members unable to meet their duty responsibilities, for reasons beyond their control. A senior officer below the Chief of Staff (COS) will be appointed as the Senior Watch Officer (SWO) and is responsible for all aspects of the watch administration and organization including SDO and SDPO duties.

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A senior First Class Petty Officer will be designated as the Enlisted Watch Coordinator (EWC), who will perform as the SDPO watch manager. Enclosures (1) through (5) outline guidance for the SDO and SDPO to properly perform their duties.

4. Responsibilities

a. Senior Watch Officer (SWO). Will create and promulgate all SDO watch assignments. He/she will ensure that all watch personnel are properly indoctrinated in the general staff background and staff watchstanding procedures, and will ensure the appropriate security clearance and access is requested/granted to meet watchstanding requirements. The SWO will use enclosures (4) and (5) in qualifying watchstanders for SDO and SDPO. The SWO shall manage preparation and maintenance of the staff watch procedures notebook, which provides guidance on emergencies and special events which could arise during the duty period.

b. Assistant Security Manager. Will process personal security clearances per reference (c). He/she will notify the SWO when appropriate authorization/clearance has been secured for newly reported military personnel.

c. Department Heads and Staff Special Assistants. Will keep the SWO apprised and the Staff Watch Procedures notebook updated with any changes, additions or deletions related to their particular area of responsibility. Additionally, they will keep the SDO informed and advised of matters which may require action during their absence.

d. Staff Duty Officers (SDO). Will keep themselves fully informed of the policies of the Readiness Commander, daily routine, and the proper action required on any matter that may arise. Action taken on matters affecting the Readiness Command will be swift and positive. When appropriate action is not readily apparent, request instruction from the cognizant Department Head. In turn, keep the COS and/or cognizant Department Head informed on any matters considered noteworthy. The SDO will brief the COS each work-day morning prior to 0800 on significant events of the previous 24 hours, and of any command evolutions planned for the upcoming workday. Nothing in this instruction shall preclude the SDO from coordinating directly with other personnel of the staff as required. In addition, the SDO will oversee and ensure all duties of the Staff Duty Petty Officer are satisfactorily completed. The SDO's duties are delineated in enclosure (1)

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In addition, the SDO will oversee and ensure all duties of the Staff Duty Petty Officer are satisfactorily completed. The SDO's duties are delineated in enclosure (1)

e. Enlisted Watch Coordinator (EWC). Will assign all staff enlisted personnel, E6 and below, who are fully qualified as SDPOs. The EWC will prepare and submit to the SWO for approval, a monthly SDPO watchbill at least 10 work-days prior to the start of the next duty month.

f. Staff Duty Petty Officer. The SDPO will assist the SDO in the performance of assigned duties, and is responsible for duties delineated in enclosures (2) and (3) of this instruction.



J. M. LANDON II
Deputy

Distribution: (NAVRESREDCOMNWINST 5216.1K)
List A

STAFF DUTY OFFICER (SDO) DUTIES

1. Watches

a. The SDO provides a point of contact available to take action on matters of an urgent or emergent nature during other than normal working hours. As the direct representative of the Readiness Commander, the SDO is charged with initiating and coordinating necessary action at times when the Commander, Deputy, Chief of Staff (COS), or appropriate Department Heads are not available. Additionally, the SDO will ensure all scheduled events from the weekly and monthly calendars are properly initiated and accomplished.

b. The SDO will be continuously available by pager and will immediately respond to all mission requirements. They must be able to report to the headquarters building in a timely manner to respond to any requirements. This may include: the initial management of mobilization alerts (LERTCONS per reference (g); granting staff leave extensions or emergency leave requests (per reference (e); arranging after hours transportation and berthing for personnel checking into the staff for duty or annual training; and advising the proper personnel regarding Inactive Duty Training Travel (IDTT) or transportation problems.

c. The SDO will retain custody of the SDO Log, the SDO briefcase, and the SDO pager at all times. During normal working hours, the SDO can be reached by telephone at (425) 304-3338. After normal working hours and on weekends, the SDO can be contacted through the use of the pager at (425) 304-1871. The SDO also carries a cell phone which is used to respond to the pager or to make outgoing calls. The cell phone number is (425) 501-2525.

d. When standing the duty for the first time with a new SDPO, the SDO will ensure the SDPO is completely familiar with the requirements and procedures of the duty. The SDO is encouraged to review enclosure (5) with the SDPO.

2. Watch Period

a. The SDO watch covers a one-week period commencing at 0700 on Tuesday and ending the following Tuesday at 0700. The SDO is expected to arrive onboard not later than 0645 each duty day.

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b. The SDO will remain onboard until 1630 each work day, unless secured earlier by the Commander, Deputy, or COS. In the event the COS is absent, the SDO will check out with the next senior officer onboard.

c. The SDO will be onboard for the full Monday through Friday work week and during scheduled drill weekends. Reporting to headquarters on off weekends or holidays will not normally be required. However, specific situations will dictate whether or not reporting onboard will be required.

3. Staff Duty Officer Duties

a. Ensure a current REDCOM Recall Bill is included in the SDO briefcase upon assumption of the watch.

b. The SDO will conduct a general cleanliness inspection of all spaces at the end of each work-day and report discrepancies to the cognizant Department Heads.

c. In the event of a natural disaster or adverse weather conditions which could affect normal working hours, the SDO will implement the procedures delineated in reference (d).

d. Quarters. On days that quarters is held, the SDO is responsible for taking charge of the formation, and making the report to the senior officer present.

e. Emergency Destruction. In the event of an emergency involving the possibility of compromise of classified material, destruction of the contents of the classified containers will be accomplished per reference (c).

Enclosure (1)

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STAFF DUTY PETTY OFFICER (SDPO) DUTIES1. Watches

a. The SDPO Watchbill will include all active duty enlisted personnel (E-6 and below), excluding ASF personnel, the Full-Time Support (FTS) REDCOM NW SOY (off the watchbill for a period of six months), and the current REDCOM NW SOQ (off the watchbill for a period of three months).

b. Upon assumption of duties, the SDPO will report daily to the SDO.

c. It is the responsibility of each SDPO to arrange a relief if unable to stand watch or perform duty. (See exchange of duty requirements discussed in paragraph 7). Only in emergent and extremely short lead-time situations will the supernumerary be utilized, and only with approval of the SDO.

2. Watch Periods

a. The SDPO watch covers a one-week period commencing at 0700 on Tuesday and ending the following Tuesday at 0645. The SDPO is expected to arrive on board not later than 0645 each duty day. On all hands drill weekends, duty will commence at 0630 on both Saturday and Sunday. On all other drill weekends, duty will commence at 0645.

b. Ensure the SDPO pager is activated, tested, and remain on for the entire duty period.

c. The watch will be performed at the duty desk located on the second deck between Command Services spaces and the Commander's Secretary. Watchstanders may not transfer the telephones to their own desk.

d. The SDPO will remain onboard until 1645 each workday, unless secured earlier by the SDO. The SDPO should commence securing the building no earlier than 1630. On drill weekends, the SDPO will remain onboard until all personnel have departed the building or until secured by the SDO. Selected Reserve staff members should not be expected to lock the building and set the alarm.

e. Reporting to the command on non-drill weekends or holidays will not normally be required. However, specific situations will dictate whether or not reporting onboard will be required.

Enclosure (2)

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Additionally, the SDPO may be required to remain onboard beyond the normal time to secure if there are visitors onboard or using command spaces, and for other situations as required. The Navy League uses the classroom on the first Tuesday of every month from approximately 1700-1900.

3. Duties. The following detailed list of duties is retained in the SDPOs Deck Log for easy reference. The SDPO will:

a. Upon arrival in the morning, open and unlock the building, disarm the Intrusion Alarm System, unlock the elevator, turn on all lights and assume the watch at the front desk. The Activity Security Checklist (SF 701) located at the main entrance should be used each duty day for opening and securing the building, and must be initialed by the watchstander. Enclosure (3) will also be used daily during the opening and closing of the building to ensure all areas have been checked by the SDPO.

b. Provide telephone stand-by for the Readiness Commander's Secretary on Monday through Friday from 0700 to 0730 (or until the secretary arrives), during lunch (1200 - 1300) and from 1600 until secured. On days the Readiness Commander's Secretary is absent, the SDPO will maintain telephone watch from 0700 until 1630. Upon arrival in the morning, check the voice mail messages and provide any pertinent messages to the COS or cognizant Department Head. Record leave check-in/out and other significant information in the SDPO Deck Log.

c. Serve as the Duty Driver. In the event driving duties are required, the EWC will ensure a supernumerary is available to cover the front desk duties.

d. As required, the SDPO will:

(1) Verify cleanliness of N00/N01 spaces, quarterdeck and watch deck area, and elevator daily.

(2) Ensure trash receptacles in N00/N01 spaces and lounge area are emptied daily.

(3) Dust N00/N00B/N01 spaces every Friday putting everything back in place.

Enclosure (2)

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(4) Verify the cleanliness of the lounge area (including cleanliness of the microwave oven and refrigerator) on a daily basis. Report discrepancies to the SDO. Every Friday, clean out the refrigerator and throw appropriate perishables.

(5) Empty the North and South exterior garbage cans daily, if they are more than half full.

(6) Secure the elevator at the end of each day.

(7) Coordinate with the SDO the securing of REDCOM NW spaces each day. Ensure all lights and coffee machines are secured. Coffee machines and copiers located in locked office spaces are the responsibility of the cognizant department.

(8) Look and check the exterior and interior doors (including the doors on the East side of the building). Defective locking/securing devices shall be noted in the watch log and reported to the Physical Security Officer (N4) at the commencement of the following work-day. Additionally, upon exiting the building through the main front door, ensure the Intrusion Alarm System is set.

(9) If staff personnel remain in any REDCOM space after the watch secures, the SDPO shall advise them that they are responsible for securing their spaces and verifying the Intrusion Alarm System is activated. The SDPO will note remaining personnel in the Deck Log.

4. Securing the Building. The building will remain open until 1645. The doors will not be locked any earlier than 1645. If 1630 arrives and the Readiness Commander, Deputy or COS is still working, the watch will request permission to secure. Once the SDPO has been granted permission to secure, forward telephone extension 4-3338 to voice mail number 4-3002. The SDPO shall dial 4-3338 to confirm that the telephone has been properly forwarded to the answering machine.

5. Telephone Procedures

a. Conference Calls. When tasked by the Readiness Commander, Deputy or COS to set up a conference call, the following procedures will be followed:

Enclosure (2)

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- (1) Make the first call.
- (2) Tell the person to wait, press CONFERENCE, then dial the next person.
- (3) When that person answers, announce the conference and press CONFERENCE again.
- (4) Repeat steps to add others (Max 6). If an outside line is required, press 9 or 8 for DSN.

b. Telephone Watch. The SDPO will be required to answer the telephone representing the Readiness Commander's Secretary. The SDPO will answer all calls professionally, ensuring the calling party is connected promptly, take accurate messages, ensuring all information received is legible and delivered to the appropriate office. Never leave anyone on hold for long periods of time. If the SDPO needs to leave the duty desk briefly, make sure a Command Services representative or qualified SDPO takes the telephone watch.

6. Supernumerary List. A supernumerary list will be maintained for duty driver assignments and watch-stander relief. It will also be used to assist the SDPO with minor duties (i.e., relieve SDPO in the absence of the Readiness Commander's Secretary for phone watch, for Physical Training, or breaks). Once an assigned supernumerary is used, his/her name will be placed at the bottom of the supernumerary list.

7. Exchange of Duty. Exchange of duty will be in writing using Special Request/Authorization (NAVPERS 1336/3) in triplicate, submitted through the chain of command to the EWC, SDO, Department Head, and SWO.

8. Qualification. All newly reported personnel, E6 and below, will be required to stand two under instruction watches within 30 days of reporting onboard. The watches will be assigned by the EWC. Qualification will be completed and turned into the EWC. Failure to complete qualification within the prescribed time-frame will result in additional under instruction watches being assigned until qualification has been completed.

Enclosure (2)

9. Requalification. Any time a SDPO is unsure of his/her ability to stand a quality SDPO watch, a requalification/review can be requested. The EWC or SWO will provide additional training as required. Requalification can also be requested by a SDO if unsatisfactory performance by the SDPO is exhibited.

Enclosure (2)

NAVRESREDCOM NORTHWEST SECURITY CHECKLIST

Duty Period

[illegible]

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STAFF DUTY OFFICER QUALIFICATION

NAME/RANK/RATE _____ PRD _____

References:

- (a) COMNAVRESFORINST 3070.1E, (Watchstanding Requirements)
- (b) OPNAVINST 3120.32C, (SORM) Chapter 4 Sections 404 a through e, 400-404, 413a
- (c) MILPERSMAN, Personnel Casualty Reporting
- (d) COMNAVRESFORINST S3500.7G, (LERTCONS) ***SECRET***
- (e) NAVRESREDCOMREG22INST 3500.1G, (LERTCONS)
- (f) NAVRESREDCOMREG22NOTE 3500, (Drill Schedule for the FY)
- (g) COMNAVRESFORINST 3060.6
- (h) NAVRESREDCOMREG22 LSMP
- (i) OPNAVINST 3100.6G, (Special Incident Reporting)
- (j) OPNAVINST 5102.1C, (Investigation/Reporting)

1. Review references (a) through (j).

<u>Initial</u>	<u>Publication Location</u>
(a) _____	SDO Briefcase
(b) _____	Command Services Room 208
(c) _____	Command Services Room 208
(d) _____	SDO Briefcase
(e) _____	Command Services Safe
(f) _____	Command Services Safe
(g) _____	Command Services Room 208
(h) _____	Command Services Safe
(i) _____	Command Services Safe
(j) _____	SDO Briefcase

2. Know the location of classified material safe.

_____/_____(SDO)

3. Explain the actions in the case classified material is found unsecured.

_____/_____(SDO)

4. Know the purpose for, location and use of the STU-III telephone. Place a secure call to a Reserve activity.

_____/_____(SDO/SWO)

Enclosure (4)

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5. Know what information can/cannot be given out according to the Privacy Act and Freedom of Information Act.

_____/_____(SDO)

6. Discuss the SDPO responsibilities in the areas of:

- | | |
|-----------------|---------------|
| a. cleaning | d. securing |
| b. duty driving | e. duty hours |
| c. phone watch | |

_____/_____(SDPO)

7. Discuss the procedures for checking out a vehicle after normal working hours to support unplanned requirements. Also, discuss what is considered proper use versus misuse of government vehicles.

_____/_____(Vehicle coordinator)

8. Discuss the operation of the pager and cell phone. Perform a test to verify they are working properly.

_____/_____(SDO)

9. Discuss the SDO's responsibilities (both during normal working hours and after hours or holidays) in the case of:

- a. Change in alert conditions
- b. CACO
- c. Recall/Mobilization (actual or exercise)
- d. Fire
- e. Medical Emergency
- f. Bomb Threat
- g. VIP arrivals/visits
- h. Leave check in/out procedures
- i. Special Incident Reporting (OPREP 3)
- j. Physical Security
- k. Disasters/severe weather
- l. Requests for media information (PAO areas)
- m. Emergency Destruction
- n. Personnel Casualty Reports

_____/_____(SDO)

10. Know the location of all intrusion alarm activators and control panels.

Enclosure (4)

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11. Demonstrate the activation and deactivation of the Intruder Detection System.

_____/_____(SDO)

12. Stand one-week SDO watch under instruction.

_____/_____(SDO)

13. Participate in an informal board with two qualified SDOs to review SDO watch and command procedures to include a short question and answer session.

RECOMMENDED:

APPROVED:

Enclosure (4)

STAFF DUTY PETTY OFFICER QUALIFICATION

RATE/NAME _____

PRD/EAOS _____/_____

References:

- (a) OPNAVINST 3120.32C (SORM) Chapter 4 Section 403
(b) NAVRESREDCOMREG22INST 3500.1G and 404 a. through e.
(LERTCONS)
(c) NAVRESREDCOMNWNNOTE 3500 (Drill Schedules for the FY)

1. Demonstrate familiarity with references (a) through (c).

<u>Signature</u>	<u>Date</u>	<u>Publication Location</u>
(a) _____/_____ (SDPO)		Admin Office Room 208
(b) _____/_____ (SDPO)		Mob Safe Second Drawer
(c) _____/_____ (SDPO)		Admin Office Room 208

2. Demonstrate a working knowledge of the location of all fire alarm pull boxes and fire extinguishers.

_____/_____ (SDPO)

3. Explain what ALFA, BRAVO and CHARLIE fires are, and what types of extinguishing agents are preferred for each.

_____/_____ (SDPO)

4. Demonstrate the use of all types of fire extinguishers (simulate the activation). _____/_____ (SDPO)

5. Know the location of all safes. _____/_____ (SDPO)

6. Explain the actions in the case classified material is found unsecured. _____/_____ (SDPO)

7. Possess a valid state driver's license. _____/_____ (SDPO)

8. Explain the responsibilities involved in securing the REDCOM building. _____/_____ (SDPO)

9. Know the location of the STU-III telephone. _____/_____ (SDPO)

10. Demonstrate the use of the STU-III phone by placing a secure call to a Reserve activity. _____/_____ (SDPO)

11. Explain the SDPO cleaning responsibilities.

_____/_____ (SDPO)

12. Demonstrate the ability to independently check out a vehicle as would be required to handle an unplanned, after-hours driver requirement. _____/_____ (Vehicle Coordinator)

13. Explain what information can/cannot be given out according to the Privacy Act and Freedom of Information Act.

_____/_____ (SDO)

14. Demonstrate the use of the pager by performing a test to verify it is working properly. _____/_____ (SDPO)

15. Demonstrate the activation and deactivation of the Intruder Detection System. _____/_____ (SDPO)

16. Know the location of all Intrusion Alarm System activators and control panels. _____/_____ (SDPO)

17. Demonstrate the use of the telephone system by placing a conference call. _____/_____ (N00A)

18. Stand one SDPO Watch "Under Instruction" _____/_____ (SDPO)

19. Participate in an informal board with one qualified SDO, and the EWC, to review SDPO watch and command procedures to include a qualification walkthrough and a short question and answer session.

RECOMMENDED: _____/_____ (EWC)

APPROVED: _____/_____ (SWO)